



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

| <u>TITLE</u>                   | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--------------------------------|--------------|--------------|-------------|
| HEALTH FACILITIES SURVEYOR IV  | 38           | B            | 10.508      |
| HEALTH FACILITIES SURVEYOR III | 36           | B            | 10.510      |
| HEALTH FACILITIES SURVEYOR II  | 35           | B            | 10.509      |
| HEALTH FACILITIES SURVEYOR I   | 32           | B            | 10.516      |

#### OPTIONS FOR ALL LEVELS:

- A. NURSE
- B. DIETITIAN
- C. SANITARIAN
- D. MEDICAL TECHNOLOGIST
- E. SOCIAL WORKER
- F. CHEMIST
- G. MICROBIOLOGIST
- H. GENERALIST

### SERIES CONCEPT

Health Facilities Surveyors inspect a variety of health care facilities including: hospitals, skilled nursing facilities, intermediate care facilities, intermediate care facilities for the mentally retarded, home health agencies, ambulatory surgical centers, facilities for treatment of irreversible renal disease, hospital laboratories, independent, physician office and environmental laboratories, rural health clinics, hospices, comprehensive outpatient rehabilitative facilities, independent physical therapists, outpatient physical therapy facilities, portable X-Ray facilities, adult day care facilities, adult group care facilities, alcohol and drug abuse treatment centers, obstetrical centers, independent centers for emergency medical care, rehabilitation clinics and occupational and physical therapists for licensure or certification in accordance with federal and/or State regulations for licensure, Medicare and/or Medicaid.

Conduct inspections of assigned facilities independently or as part of a multi-disciplinary team with members using their areas of special expertise to evaluate many different program components such as the inspection, review and evaluation of nursing services, laboratory services, admission, discharge, and resident rights processes and policies, dietary services and life safety code inspections.

Participate in initial meetings with facility administrators to explain the inspection process, solicit cooperation, and obtain access to the information needed to complete the inspection; review facility records including by-laws, policies, procedures and implementation practices to determine compliance with licensure and certification requirements; review patient records to determine whether medical and social services were provided in accordance with physicians' diagnoses, orders and treatment plans, facilities' resident assessments, and residents' mental and physical condition.

Inspect the physical plant by touring the facility, counting rooms and beds, noting problems or deficiencies in construction standards, and evaluating infection control measures and environmental conditions relating to safety and sanitation; evaluate the type of care being provided by the facility by conducting patient, patient family and employee interviews and noting observations.

Prepare a summary of findings including identification of violations, for presentation to the facility administrator during the exit interview; prepare a formal report detailing the results of the inspection; make recommendations to Health Care Finance Administration (HCFA) regarding whether a facility should be certified for medicaid/medicare; determine and assist in the preparation of appropriate administrative sanctions, fines or other actions depending on seriousness of violations, and forward to the Chief, Bureau of Licensure and Certification (BLC); recommend long term care enforcement remedies; review facility-prepared plans of correction and return

## SERIES CONCEPT (cont'd)

for modifications as needed; conduct informal and formal dispute resolution meetings; conduct follow-up visits to facilities according to the schedule established in the final report to ensure that compliance is proceeding on schedule; testify as an expert witness or state's witness at legal proceedings; coordinate with a variety of official agencies to ensure protection and safety of the general public.

Investigate complaints against facilities by identifying the problem area, visiting the facility, determining whether a problem exists, and following up by responding to the complainant.

Review architectural drawings/plans to ensure compliance with State construction standards for facilities and life safety code standards; communicate final determinations to facilities and contractors.

Provide information to health care administrators and personnel and assist them in interpreting and meeting state and federal regulations and statutes; prepare and conduct formal provider training seminars.

Determine if a request for variance or waiver from federal and/or state regulations jeopardizes the health and safety of patients and employees; investigate circumstances of request; prepare findings of fact and position papers showing impact to public welfare and purpose of regulations; prepare an assessment of undue hardship to comply with requirements; present variance or waiver request to the State Board of Health; work with facility to ensure regulatory compliance of acceptable variance or waiver to requirements.

Research federal, State and local laws and regulations; prepare drafts of proposed regulations; solicit public comment and conduct public workshops; respond to public comment; present final regulations to the State Board of Health for approval; represent the bureau on advisory boards to interpret state and federal regulations and statutes; communicate and coordinate with other agencies.

Participate in presenting in-service training seminars for fellow surveyors on healthcare regulation issues and inform fellow workers of latest techniques for provision of services; instruct new surveyors on duties, responsibilities and authority through the preceptorship program.

Maintain currency in trade literature, new federal, State and local government regulations and directives, instructions and manufacturers literature; monitor lab and health care industry for changes.

Perform related duties as assigned.

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## CLASS CONCEPTS

**Health Facilities Surveyor IV:** Health Facilities Surveyor IV's plan, organize, train and supervise the work of lower level Health Facility Surveyors. Incumbents draft legislation and develop rules and regulations; oversee the development, maintenance and revision of quality assurance systems; analyze document preparation and approve sanction action to be taken against violators; and develop strategies to match employee capabilities with agency needs. Incumbents receive general supervision and work is reviewed through progress reports and meetings.

**Health Facilities Surveyor III:** Health Facilities Surveyor III's are assigned primary responsibility for the timely and accurate completion of survey activities. Incumbents develop survey quality assurance programs, identify staff training needs and provide supervision to lower level staff. In addition they perform the range of duties described in the series concept. Incumbents receive general supervision and perform work assignments independently. This is the advanced journey level class in the series.

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### CLASS CONCEPTS (cont'd)

**Health Facilities Surveyor II:** Health Facilities Surveyor II's perform the full range of duties described in the series concept, and receive general supervision from higher level Health Facilities Surveyors. This is the journey level class in the series.

**Health Facilities Surveyor I:** Health Facilities Surveyor I's receive direct supervision and training in the performance of duties described in the series concept. This is the trainee level class in the series.

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### MINIMUM QUALIFICATIONS

#### **HEALTH FACILITIES SURVEYOR IV**

**EDUCATION AND EXPERIENCE:** **ALL OPTIONS:** Four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience as a Health Facility Surveyor III in Nevada State service; **OR** an equivalent combination of education and experience.

In addition to the requirements identified for all options, recruitment and selection will occur within one or more of the specialty occupations which have additional requirements outlined in Health Facility Surveyor I.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Ability to:** set unit workload priorities; develop and implement program goals and objectives; establish and maintain collaborative working relationships with related agencies, health care facility administrators, and the media; maintain organized tracking systems, interpret patterns and develop alternative action plans; make independent judgments when designated as a hearing officer; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** federal and State laws, rules and regulations as applied to the inspection of health facilities. **Knowledge of:** mediation and adjudicatory practices and resources for resolving appeals from inspected facilities; principles and practices related to supervision of a unit; the state budgeting process. **Ability to:** coordinate the unit's response to challenges from surveyed facilities, including the defense of findings and recommendations in adversarial hearings.

#### **HEALTH FACILITIES SURVEYOR III**

**EDUCATION AND EXPERIENCE:** **ALL OPTIONS:** Three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience as a Health Facility Surveyor II in Nevada State service; **OR** an equivalent combination of education and experience.

In addition to the requirements identified for all options, recruitment and selection will occur within one or more of the specialty occupations which have additional requirements outlined in Health Facility Surveyor I.

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## MINIMUM QUALIFICATIONS (cont'd)

### HEALTH FACILITIES SURVEYOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Ability to:** review and analyze completed surveys for appropriateness and completeness of citations; independently establish priorities which accurately reflect the relative importance of job responsibilities; organize, oversee and delegate work responsibilities; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**General knowledge of:** the principles and practices of supervision. **Ability to:** develop, maintain and revise a quality assurance system; interpret and enforce department and division policies and rules; supervise and evaluate the work of professionals engaged in regulatory compliance activities.

### HEALTH FACILITIES SURVEYOR II

EDUCATION AND EXPERIENCE: **ALL OPTIONS:** one year experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** one year experience as a Health Facility Surveyor I in Nevada State service; **OR** two years of supervisory or managerial experience in the specialty under recruitment; **OR** an equivalent combination of education and experience.

In addition to the requirements identified for all options, recruitment and selection will occur within one or more of the specialty occupations which have additional requirements outlined in Health Facility Surveyor I.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Knowledge of:** principles of health care administration; human anatomy and physiology. **Ability to:** make independent decisions based on professional judgment; produce accurate, well organized documentation of observations and facts obtained during surveys; write reports that fairly and accurately describe the facility inspected; identify and secure information necessary to conduct a thorough review; respond appropriately to hostile situations; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** federal and State regulations for licensing and certification of health facilities; interpersonal relations and team building techniques; the practices for obtaining ancillary community resources on behalf of patients; regulatory construction requirements for facilities. **Ability to:** facilitate team interaction; analyze varied situations and determine appropriate action; explain licensure and certification requirements and provisions for variances; consistently and accurately differentiate between actual conditions and regulatory standards for each provider/supplier; organize materials and processes to achieve desired objectives; interview residents and staff effectively to obtain needed information; make informative and persuasive public presentations; present expert testimony at legal proceedings; evaluate the professional skills and technical abilities of facility personnel; prepare technical/legal writings for regulation changes and variance/waiver requests; conduct research concerning healthcare/laboratory regulations and issues; use investigative techniques and gather clear concise documentation; read and understand laboratory results and facility staff notes in conjunction a patient's care, diagnosis, condition and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; use a personal computer and associated software; conduct on site proficiency testing and correctly determine results.

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## MINIMUM QUALIFICATIONS (cont'd)

### HEALTH FACILITIES SURVEYOR I

**EDUCATION AND EXPERIENCE:** Recruitment and selection will occur within the following specialty options:

**Option A: Nurse:** Bachelor's degree in Nursing plus four years experience as a practicing Registered Nurse, including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities, and licensure as a Registered Nurse in the State of Nevada or with a reciprocal state licensing board; **OR** an equivalent combination of education and experience.

**Option B: Dietitian:** Certification as a Registered Dietitian by the American Dietetic Association or an equivalent recognized state licensing board, and three years experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities.

**Option C: Sanitarian:** Registration with the National Environmental Health Association or an equivalent recognized state licensing board, and three years experience at the journey level in an environmental health specialty related to health care, preferably also including supervisory, administrative, inspection, or regulatory responsibilities.

**Option D: Medical Technologist:** Certification as a General Supervisor in clinical laboratory science in the State of Nevada or an equivalent recognition from another state. (In Nevada, this certification requires six years as a practicing medical technologist).

**Option E: Social Worker:** Bachelor's degree from an accredited college or university in Social Work or closely related field plus three years journey-level experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting, and licensure as an Associate of Social Work, Licensed Social Worker or Clinical Social Worker in Nevada.

**Option F: Chemist:** Bachelor's degree in chemistry or closely related field and three years of experience in environmental laboratory testing to ensure compliance with federal regulations; **OR** an equivalent combination of education and experience.

**Option G: Microbiologist:** Bachelor's degree in microbiology, biology or closely related field and three years of experience performing microbiological testing of environmental samples; **OR** an equivalent combination of education and experience.

**Option H: Generalist:** Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a closely related curriculum, plus three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities.

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Certifications or licenses must be current at time of appointment.
- \* Registered Nurses and Social Workers must acquire Nevada licenses within twelve months of appointment date.
- \* Chemists and Microbiologists must obtain EPA Certification within twelve months of appointment.

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## MINIMUM QUALIFICATION'S (cont'd)

### HEALTH FACILITIES SURVEYOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**ALL OPTIONS: Working knowledge of:** medical terminology; past and present medical practices used in health care facilities for various populations, including geriatric and developmentally disabled; the operations of health care facilities and regulatory processes affecting them. **Ability to:** establish and maintain cooperative relationships with those contacted in the course of work; communicate effectively, orally and in writing; maintain organized and accurate records using a variety of data collection methods; participate as a member of a team on health care facility surveys; maintain composure in demanding situations; understand medical abbreviations and notes in facility documentation. And, in addition:

**Option A: Nurse:**

**Knowledge of:** acceptable standards of nursing practice. **Ability to:** evaluate the quality and delivery of nursing care.

**Option B: Dietitian:**

**Knowledge of:** the relationship between various medical conditions and nutrition; food service systems.

**Option C: Sanitarian:**

**Knowledge of:** fundamental sanitation principles as applied to health and medical care facilities.

**Option D: Medical Technologist:**

**Knowledge of:** the relationship between laboratory processes and patient care outcomes; of all clinical laboratory specialties and subspecialties.

**Option E: Social Worker:**

**Knowledge of:** medical social work; effective practices for accessing community resources on behalf of clients.

**Option F: Chemist**

**Knowledge of:** U.S. Environmental Protection Agency Laboratory Certification Program requirements; State regulations related to environmental laboratory certification; chemical tests typically conducted in environmental laboratories.

**Option G: Microbiologist**

**Knowledge of:** U.S. Environmental Protection Agency Laboratory Certification Program requirements; State regulations related to environmental laboratory certification; microbiological tests typically conducted in environmental laboratories.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** federal and State laws for licensing and certification of health facilities; investigative methods appropriate to regulatory compliance functions. **Ability to:** interpret and apply rules, regulations, procedures and standards governing health care facilities inspection and licensure; participate, as a survey team member, in developing a list of deficiencies, an evaluation, and plan of corrective action; identify deficiencies in physical plant and environment.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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|--------------|-----------------------|----------------------|-------------------------|-------------------------|
| ESTABLISHED: | 9/1/89R<br>12/14/89PC | 7/1/97P<br>9/19/96PC | 4/4/75                  | 4/4/75                  |
| REVISED:     |                       |                      | 7/1/87-12P<br>1/30/87PC | 7/1/87-12P<br>1/30/87PC |
| REVISED:     |                       |                      | 8/6/87-3                | 8/6/87-3                |
| REVISED:     |                       |                      | 9/1/89R<br>12/14/89PC   |                         |
| REVISED:     | 11/8/94UC             |                      | 11/8/94UC               | 11/8/94UC               |
| REVISED:     | 7/1/97P<br>9/19/96PC  |                      | 7/1/97P<br>9/19/96PC    | 7/1/97P<br>9/19/96PC    |
| REVISED:     | 4/7/98UC              | 4/7/98UC             | 4/7/98UC                | 4/7/98UC                |